

Archer, Pam J.

From: Archer, Pam J.
Sent: Wednesday, September 13, 2017 4:20 PM
To: Downs, Brian
Cc: Hanley, M. Diane
Subject: Information on Legislative Reports
Attachments: prog reports timeline for joy 2016-2017.docx; Route Slip for Legislative Reports 2017.docx; Legislative Programmatic Report Distribution Request 2017.docx

It was great to talk with you a little bit ago. As promised, I attached Joy's legislative programmatic report timeline (from last year—but dates are the same for this year); the timeline table tells who is writing the report, when I should get the report, when you should get it, when it is due to the Capitol, and who the recipients are. I also attached a copy of a blank route slip for legislative reports and a blank legislative programmatic report form.

When you approve legislative reports, please put your initials/date by your name at the top of the route slip and also sign your name/date on the bottom of the legislative programmatic report form—and then give everything to Diane for Dr. Cline's review.

You should be getting the Breast and Cervical Cancer legislative report in the next few days! If you have any questions about routing or about any of the reports, please feel free to email me or call me at 308-0944.

It is great to have you here!

Thanks!

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